



# FMLA and PARENTAL Timekeeping Reporting

Effective Sunday, January, 8, 2017, new Pay Codes and Leave Accrual Categories for FMLA and PARENTAL will be available:

## Pay Codes

## Leave Accrual Categories

TOTALS & SCHEDULE		ACCRUALS	AUDITS
Accrual Profile FT PT EMPLOYEES			
Accrual Code	Balance on Selected Date	Units	
ANNUAL LEAVE	240.0	Hour	
COMP LEAVE	80.0	Hour	
COMP LEAVE SUPP	0.0	Hour	
FMLA	480.0	Hour	
MC GEO SLB	0.0	Hour	
PAID TIME OFF	0.0	Hour	
PARENTAL	720.0	Hour	
PERSONAL DAY	3.0	Day	
RELIGIOUS LEAVE	0.0	Hour	
SICK AND SAFE LEAVE	0.0	Hour	
SICK LEAVE	1075.72	Hour	

Approved FMLA and PARENTAL leave will be recorded using an additional row, as applicable.  
Note: There is no cash value to FMLA or PARENTAL leave.

Timecard reporting should be recorded in the following manner:

**Step 1)** First indicate how (or if) the employee will be paid (\$) using the appropriate leave code (*Annual Leave / Sick Leave or PTO or Leave Without Pay (LWOP)*)

**Step 2)** Add a Row. Select FMLA (if applicable)

Note: Comp Leave is not eligible to be used with FMLA Leave.

**Step 3)** Add a Row. Select PARENTAL (if applicable)

**Step 4)** Save timecard

Note: When you save the timecard, the system may adjust the order that the rows display on the timecard.





# FMLA and PARENTAL Timekeeping Reporting

## Paid Leave with FMLA

Save

Actions

Punch

Amount

Accruals

Comment

Reports

Week starting: Sun 1/08

		Pay Code	Transfer	Sun 1/08	Mon 1/09	Tue 1/10	Wed 1/11	Thu 1/12	Fri 1/13	Sat 1/14	Total
X		Sick Leave			8.0	8.0	8.0	8.0	8.0		40.0
X		FMLA			8.0	8.0	8.0	8.0	8.0		40.0
					16.0	16.0	16.0	16.0	16.0		80.0

Week starting: Sun 1/15

		Pay Code	Transfer	Sun 1/15	Mon 1/16	Tue 1/17	Wed 1/18	Thu 1/19	Fri 1/20	Sat 1/21	Total
X		Sick Leave			8.0	8.0	8.0	8.0	8.0		40.0
X		FMLA			8.0	8.0	8.0	8.0	8.0		40.0
					16.0	16.0	16.0	16.0	16.0		80.0

In this example, the employee records Sick Leave and FMLA for each day. Note that the totals in the body of the timecard seem to be doubled. However, the Totals & Schedules Tab, **Daily Total Hrs Towards Schedule** accurately reflects only 8 hours. Additionally, no wages are shown for the FMLA pay code.

TOTALS & SCHEDULE		ACCRUALS		AUDITS	
Daily ▾					
▶	Pay Code	/	Amount	Wages	
	FMLA		8.0		
	Sick Leave		8.0	283.84	
	Total Hrs Towards Schedule		8.0	283.84	

Also, once the timecard is saved the order of the rows may change. In this view FMLA is before the Sick Leave.

Save

Actions

Punch

Amount

Accruals

Comment

Reports

Week starting: Sun 1/08

		Pay Code	Transfer	Sun 1/08	Mon 1/09	Tue 1/10	Wed 1/11	Thu 1/12	Fri 1/13	Sat 1/14	Total
X		FMLA			8.0	8.0	8.0	8.0	8.0		40.0
X		Sick Leave			8.0	8.0	8.0	8.0	8.0		40.0
					16.0	16.0	16.0	16.0	16.0		80.0

Week starting: Sun 1/15

		Pay Code	Transfer	Sun 1/15	Mon 1/16	Tue 1/17	Wed 1/18	Thu 1/19	Fri 1/20	Sat 1/21	Total
X		FMLA			8.0	8.0	8.0	8.0	8.0		40.0
X		Sick Leave			8.0	8.0	8.0	8.0	8.0		40.0
					16.0	16.0	16.0	16.0	16.0		80.0





# FMLA and PARENTAL Timekeeping Reporting

## Leave Without Pay (LWOP) with FMLA

Save

Actions

Punch

Amount

Accruals

Comment

Reports

Week starting: Sun 1/08

		Pay Code	Transfer	Sun 1/08	Mon 1/09	Tue 1/10	Wed 1/11	Thu 1/12	Fri 1/13	Sat 1/14	Total
X		Leave Without Pay			8.0	8.0	8.0	8.0	8.0		40.0
X		FMLA			8.0	8.0	8.0	8.0	8.0		40.0
					16.0	16.0	16.0	16.0	16.0		80.0

Week starting: Sun 1/15

		Pay Code	Transfer	Sun 1/15	Mon 1/16	Tue 1/17	Wed 1/18	Thu 1/19	Fri 1/20	Sat 1/21	Total
X		Leave Without Pay			8.0	8.0	8.0	8.0	8.0		40.0
X		FMLA			8.0	8.0	8.0	8.0	8.0		40.0
					16.0	16.0	16.0	16.0	16.0		80.0

In this example, the employee records Leave Without Pay and FMLA for each day. Note that the totals in the body of the timecard seem to be doubled. However, the Totals & Schedules Tab, **Daily Total Hrs Towards Schedule** accurately reflects only 8 hours. Additionally, no wages are shown for Leave Without Pay or FMLA pay codes.

TOTALS & SCHEDULE			ACCRUALS	AUDITS
Daily				
	Pay Code	Amount	Wages	
	Total Hrs Towards Schedule	8.0		
	FMLA	8.0		
	Leave Without Pay	8.0		

Also, once the timecard is saved, the order of the rows may change. (See example of the rows changing on Page 2.)





# FMLA and PARENTAL Timekeeping Reporting

## Paid Leave with FMLA and Parental

Save Actions Punch Amount Accruals Comment Reports											
Week starting: Sun 1/08											
		Pay Code	Transfer	Sun 1/08	Mon 1/09	Tue 1/10	Wed 1/11	Thu 1/12	Fri 1/13	Sat 1/14	Total
X		Annual Leave						6.0	8.0		14.0
X		Sick Leave			8.0	8.0	8.0	2.0			26.0
X		FMLA			8.0	8.0	8.0	8.0	8.0		40.0
X		PARENTAL			8.0	8.0	8.0	8.0	8.0		40.0
					24.0	24.0	24.0	24.0	24.0		120.0
Week starting: Sun 1/15											
		Pay Code	Transfer	Sun 1/15	Mon 1/16	Tue 1/17	Wed 1/18	Thu 1/19	Fri 1/20	Sat 1/21	Total
X		Annual Leave			8.0	8.0	8.0	8.0	8.0		40.0
X		FMLA			8.0	8.0	8.0	8.0	8.0		40.0
X		PARENTAL			8.0	8.0	8.0	8.0	8.0		40.0
					24.0	24.0	24.0	24.0	24.0		120.0

In this example, the employee records Sick Leave or Annual Leave and FMLA for each day. The employee also records eligible PARENTAL leave. Note that the totals in the body of the timecard seem to be triple. However, the Totals & Schedules Tab, **Daily Total Hrs Towards Schedule** accurately reflects only 8 hours. Additionally, no wages are shown for the FMLA and PARENTAL pay codes.

TOTALS & SCHEDULE			ACCRUALS	AUDITS
Daily				
	Pay Code	Amount	Wages	
	Total Hrs Towards Schedule	8.0	283.84	
	PARENTAL	8.0		
	FMLA	8.0		
	Sick Leave	8.0	283.84	

Also, once the timecard is saved, the order of the rows may change. (See example of the rows changing on Page 2.)





# FMLA and PARENTAL Timekeeping Reporting

## Leave Without Pay (LWOP) with FMLA and Parental

Save   Actions   Punch   Amount   Accruals   Comment   Reports											
Week starting: Sun 1/08											
		Pay Code	Transfer	Sun 1/08	Mon 1/09	Tue 1/10	Wed 1/11	Thu 1/12	Fri 1/13	Sat 1/14	Total
X		Leave Without Pay			8.0	8.0	8.0	8.0	8.0		40.0
X		FMLA			8.0	8.0	8.0	8.0	8.0		40.0
X		PARENTAL			8.0	8.0	8.0	8.0	8.0		40.0
					24.0	24.0	24.0	24.0	24.0		120.0
Week starting: Sun 1/15											
		Pay Code	Transfer	Sun 1/15	Mon 1/16	Tue 1/17	Wed 1/18	Thu 1/19	Fri 1/20	Sat 1/21	Total
X		Leave Without Pay			8.0	8.0	8.0	8.0	8.0		40.0
X		FMLA			8.0	8.0	8.0	8.0	8.0		40.0
X		PARENTAL			8.0	8.0	8.0	8.0	8.0		40.0
					24.0	24.0	24.0	24.0	24.0		120.0

In this example, the employee records Leave Without Pay (LWOP) and FMLA for each day. The employee also records eligible PARENTAL leave. Note that the totals in the body of the timecard seem to be tripled. However, the Totals & Schedules Tab, **Daily Total Hrs Towards Schedule** accurately reflects only 8 hours. Additionally, no wages are shown for the Leave Without Pay (LWOP) and the FMLA and PARENTAL pay codes.

TOTALS & SCHEDULE			ACCRUALS	AUDITS
Daily				
	Pay Code	Amount	Wages	
	Total Hrs Towards Schedule	8.0		
	PARENTAL	8.0		
	FMLA	8.0		
	Leave Without Pay	8.0		

Also, once the timecard is saved, the order of the rows may change. In this view FMLA is before the Leave Without Pay.

Save   Actions   Punch   Amount   Accruals   Comment   Reports											
Week starting: Sun 1/08											
		Pay Code	Transfer	Sun 1/08	Mon 1/09	Tue 1/10	Wed 1/11	Thu 1/12	Fri 1/13	Sat 1/14	Total
X		FMLA			8.0	8.0	8.0	8.0	8.0		40.0
X		Leave Without Pay			8.0	8.0	8.0	8.0	8.0		40.0
X		PARENTAL			8.0	8.0	8.0	8.0	8.0		40.0
					24.0	24.0	24.0	24.0	24.0		120.0





# FMLA and PARENTAL Timekeeping Reporting

## Paid Leave with Parental

Save

Actions

Punch

Amount

Accruals

Comment

Reports

Week starting: Sun 1/08

		Pay Code	Transfer	Sun 1/08	Mon 1/09	Tue 1/10	Wed 1/11	Thu 1/12	Fri 1/13	Sat 1/14	Total
X		Annual Leave			8.0	8.0	8.0	8.0	8.0		40.0
X		PARENTAL			8.0	8.0	8.0	8.0	8.0		40.0
					16.0	16.0	16.0	16.0	16.0		80.0

Week starting: Sun 1/15

		Pay Code	Transfer	Sun 1/15	Mon 1/16	Tue 1/17	Wed 1/18	Thu 1/19	Fri 1/20	Sat 1/21	Total
X		Annual Leave			8.0	8.0	8.0	8.0	8.0		40.0
X		PARENTAL			8.0	8.0	8.0	8.0	8.0		40.0
					16.0	16.0	16.0	16.0	16.0		80.0

In this example, the employee records Annual Leave and PARENTAL leave for each day. Note that the totals in the body of the timecard seem to be double. However, the Totals & Schedules Tab, **Daily Total Hrs Towards Schedule** accurately reflects only 8 hours. Additionally, no wages are shown for the PARENTAL pay code.

TOTALS & SCHEDULE   ACCRUALS   AUDITS			
Daily			
	Pay Code	Amount	Wages
	Total Hrs Towards Schedule	8.0	283.84
	PARENTAL	8.0	
	Annual Leave	8.0	283.84

Also, once the timecard is saved, the order of the rows may change. (See example of the rows changing on Page 2.)





# FMLA and PARENTAL Timekeeping Reporting

## Leave Without Pay (LWOP) with Parental

Save   Actions ▾ Punch ▾ Amount ▾ Accruals ▾ Comment ▾ Reports ▾										
Week starting: Sun 1/08										
	Pay Code	Transfer	Sun 1/08	Mon 1/09	Tue 1/10	Wed 1/11	Thu 1/12	Fri 1/13	Sat 1/14	Total
X	Leave Without Pay ▾	▾		8.0	8.0	8.0	8.0	8.0		40.0
X	PARENTAL ▾	▾		8.0	8.0	8.0	8.0	8.0		40.0
				16.0	16.0	16.0	16.0	16.0		80.0
Week starting: Sun 1/15										
	Pay Code	Transfer	Sun 1/15	Mon 1/16	Tue 1/17	Wed 1/18	Thu 1/19	Fri 1/20	Sat 1/21	Total
X	Leave Without Pay ▾	▾		8.0	8.0	8.0	8.0	8.0		40.0
X	PARENTAL ▾	▾		8.0	8.0	8.0	8.0	8.0		40.0
				16.0	16.0	16.0	16.0	16.0		80.0

In this example, the employee records Leave Without Pay (LWOP) and PARENTAL leave for each day. Note that the totals in the body of the timecard seem to be doubled. However, the Totals & Schedules Tab, **Daily Total Hrs Towards Schedule** accurately reflects only 8 hours. Additionally, no wages are shown for Leave Without Pay (LWOP) or PARENTAL pay codes.

TOTALS & SCHEDULE			ACCRUALS	AUDITS
Daily ▾				
Pay Code	Amount	Wages		
Total Hrs Towards Schedule	8.0			
PARENTAL	8.0			
Leave Without Pay	8.0			

Also, once the timecard is saved, the order of the rows may change. (See example of the rows changing on Page 2.)

